

SOLICITATION AND OFFER				1. [BLANK]				Page 1 of 27											
2. CONTRACT NUMBER				3. SOLICITATION NUMBER OPR03001100				4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)				5. DATE ISSUED 04/01/2004				6. REQUISITION/PURCHASE NUMBER HRS0300092			
7. ISSUED BY AO801 Office of Procurement 359 Ford HOB Washington,DC 20515 TEL: (202) 225-2921 ext. FAX: (202) 226-2213 ext.								CODE AO801		8. ADDRESS OFFER TO (If other than item 7)									
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".																			
SOLICITATION																			
9. Sealed offers in original and <u>5</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>hand deliveries will not be accepted</u> until <u>2:00 PM</u> local time <u>05/03/2004</u> (Hour) (Date)																			
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.																			
10. FOR INFORMATION CALL:				A. NAME Emily Tuck				B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 225-0668				C. E-MAIL ADDRESS emily.tuck@mail.house.gov							
11. TABLE OF CONTENTS																			
(X)	SEC.	DESCRIPTION				PAGE(S)	(X)	SEC.	DESCRIPTION				PAGE(S)						
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	B	SUPPLIES OR SERVICES AND PRICES/COSTS					PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.												
X	C	DESCRIPTION/SPECS./WORK STATEMENT				5-8	X	J	LIST OF ATTACHMENTS				21						
X	D	PACKAGING AND MARKING				9	PART IV - REPRESENTATIONS AND INSTRUCTIONS												
X	E	INSPECTION AND ACCEPTANCE				10	X	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS				22-23						
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X	G	CONTRACT ADMINISTRATION DATA				13-16	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS				24-25						
X	H	SPECIAL CONTRACT REQUIREMENTS				17-18	X	M	EVALUATION FACTORS FOR AWARD				26-27						
OFFER (Must be fully completed by offeror)																			
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.																			
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)						10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)				30 CALENDAR DAYS (%)				CALENDAR DAYS (%)				
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amend - ments to the SOLICITATION for offerors and related documents numbered and dated):						AMENDMENT NO.		DATE		AMENDMENT NO.		DATE							
15A. NAME AND ADDRESS OF OFFEROR				CODE	FACILITY				16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)										
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.				<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.				17. SIGNATURE				18. OFFER DATE							
AWARD (To be completed by Government)																			
19. ACCEPTED AS TO ITEMS NUMBERED						20. AMOUNT				21. ACCOUNTING AND APPROPRIATION									
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]										23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)				ITEM					
24. ADMINISTERED BY (If other than Item 7)						CODE					25. PAYMENT WILL BE MADE BY				CODE				
26. NAME OF CONTRACTING OFFICER (Type or print)										27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)				28. AWARD DATE					
IMPORTANT - Award will be made on this Form or by other authorized official written notice.																			

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Line Item Number	Description	CLIN Ref	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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0001	HDTV DESIGN & ENGINEERING SOW	0001		1.00	ea	\$ _____	\$ _____
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Ref Req No: HRS0300092

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M.3 Contract Award

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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 DETAILED STATEMENT OF WORK

1 GENERAL INFORMATION

1.1 PURPOSE

The House is interested in acquiring the services of a contractor to aid in the design and engineering requirements of transitioning current analog-based recording and broadcast facilities to modern, digital high definition (HD) operations. This will necessitate the replacement of the majority of the existing analog equipment in two facilities, the House Recording Studio and the House Floor Coverage facility, with the exception of High Definition cameras that were installed in January of 2003. The successful offeror shall provide comprehensive services and staff to encompass all aspects of the project.

1.2 BACKGROUND

The Chief Administrative Officer (CAO) is one of three Officers of the U.S. House of Representatives along with the Office of the Clerk and the Sergeant at Arms. The Officers, together with the Architect of the Capitol and other House offices, jointly provide a foundation of services to facilitate the work activities of the House, its Members, and staff.

The current CAO organization consists of an Immediate Office and five divisions: Finance, House Information Resources (HIR), Human Resources (HR), Procurement (OP), and House Support Services (HSS).

As part of the HSS organization, the House Recording Studio (HRS) provides Members of Congress services to:

- a. Record video and audio programs for distribution to their constituents using the House Recording Studio facility and
- b. A Closed Captioned National Television Standard Committee (NTSC) broadcast quality signal of House Floor proceedings to House community offices via an internal cable TV system and to external consumers through media hubs using the House Floor Coverage (HFC) facility.

The House Recording Studio facility began operations in 1956 and coverage of House Proceedings began from the House Floor Coverage (HFC) facility in 1979. Much of the analog equipment in both facilities is approaching obsolescence. It has become difficult to obtain replacement parts and service for much of this equipment. Within the past few years, the broadcast industry has largely migrated to digital technology. The House has determined it must modernize its facilities to digital technology to be compatible with the television industry and to provide the best possible source for archival records.

1.3 SCOPE

The contractor shall provide technical services and support to design and engineer high definition (HD) television facilities at the House Recording Studio (HRS) in room B-310 Rayburn House Office Building and at the proposed House Floor Coverage (HFC) facility in the Capitol Visitors Center (CVC). The contractor is required to provide detailed rack layout and electronic schematic drawings for the facilities.

The scope of this project spans all work and tasks required to complete the following three phases of the project:

- a. Phase I - Data Gathering and Analysis
- b. Phase II - Design and Engineering
- c. Phase III - Implementation Planning

1.4 GENERAL OPERATING CONDITIONS

1.4.1 HOURS OF OPERATION

The contractor shall establish hours of operation that satisfy the requirements of this Contract. Except for the federal holidays listed below, all other weekdays shall be considered working days.

- a. New Year's Day

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- b. Martin Luther King's Birthday
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Columbus Day
- h. Veterans Day
- i. Thanksgiving Day
- j. Christmas Day

1.4.2 ESTIMATED PERIOD OF PERFORMANCE

The estimated period of performance is 7 months from the date of award. However, this is an estimate only and the actual period of performance will be based on the offerors proposed delivery schedule for completing each of the above tasks.

1.4.3 STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE

The contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all performance issues to the immediate attention of the contractor. These issues, once raised, shall be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of this Contract.

1.5 REPORTING REQUIREMENTS

1.5.1 DOCUMENT FORMATS

All Computer Animated Drawings (CAD) diagrams shall be delivered in VidCAD format or shall be convertible to VidCAD format. All schedule-related deliverables shall be delivered in Microsoft Project format. Text documents shall be delivered in Microsoft Word format. Microsoft PowerPoint may be used to assist the contractor in preparing for their oral presentations. In addition, all deliverables submitted by the contractor shall be in a format approved by the COR and submitted to the COR. All work performed by the contractor under this contract shall become property of the House.

1.5.2 EMPLOYEE ROSTER

The contractor shall prepare and submit an employee roster to include names and Social Security Numbers, contact information, and job title of all contractor personnel who will be working on this contract no later than five (5) working days prior to Contract Start date and within five (5) working days after any change in personnel.

1.5.3 PROJECT PLAN

The contractor shall submit a project plan as part of the proposal package. The project plan shall include schedules, task priorities, and assignments of key personnel. The House will review the initial project plan and provide comments regarding the proposed schedule and course of action within five (5) business days after the initial meeting with the contractor after contract award. The contractor shall submit a revised project plan, saved with a baseline (initial project plan) no later than five (5) business days after receipt of the House's comments.

1.5.4 WEEKLY STATUS REPORT

The contractor shall prepare and deliver via e-mail a weekly status report to the COR no later than close of business on the working day prior to the scheduled date of the Weekly Update Meeting. At a minimum, this report shall identify the goals set for that week, the accomplishments made during that week, the recommendations and tasks to be completed for the upcoming week, and any on-going issues, tasks, or concerns that need to be addressed.

1.5.5 DRAFT CONCEPT DESIGN

The contractor shall present a draft Concept of Design within 30 calendar days from the date of award. The contents of the draft Concept Design shall be in accordance with the specifications outlined in section 3.2 of this contract.

1.5.6 DRAFT SYSTEMS LAYOUT

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The contractor shall present a draft Systems Layout within 120 calendar days from the date of award. The contents of the draft Systems Layout shall be in accordance with the specifications outlined in this contract.

1.5.7 FINAL DESIGN AND SYSTEMS LAYOUT PLAN

The contractor shall present 5 copies of a final design and systems layout plan, within 180 calendar days from the date of award. The contents of this plan shall be in accordance with the specifications outlined in this contract.

1.5.8 IMPLEMENTATION PLAN

The contractor shall provide a completed Implementation Plan within 210 calendar days from the date of award. The contents of this plan shall be in accordance with the specifications outlined in this contract.

1.6 PERSONNEL REQUIREMENTS

The contractor shall ensure that persons capable of meeting the job requirements as outlined in the specifications of this contract shall perform the work under this contract.

1.6.1 WEEKLY UPDATE MEETING

The COR shall conduct a weekly meeting with designated contractor personnel and representatives of the CAO organization for review of the weekly report and work schedules, and to discuss on-going tasks, problems, and general operating procedures of the contract.

2 GOVERNMENT FURNISHED PROPERTY

The Government will not furnish any equipment or other property in the performance of this contract. The contractor shall furnish all necessary personnel, materials, facilities and other services as required to perform the work stated in this Contract.

2.1 PARKING AT THE HOUSE OF REPRESENTATIVES

The government will not provide the contractor with prolonged parking at any of the designated House buildings or parking lots for the contractor's vehicles.

3 SPECIFIC TASKS

The contractor shall accomplish the following tasks:

3.1 DATA GATHERING AND ANALYSIS

Phase I of this project will involve steps to define project requirements and project constraints.

To support this task, the contractor shall interview House staff to:

- o Develop an understanding of the HRS' goals for transitioning to a digital high definition media environment,
- o Understand project requirements and constraints, and
- o Survey all existing and planned House Recording Studio facilities to determine, at a minimum, needs and characteristics of all electrical, HVAC and other environmental hookups.

3.2 DESIGN AND ENGINEERING

Phase II of this project will involve steps to:

- a. Develop draft Concept Design
- b. Develop draft Systems Layout
- c. Develop final Design and Systems Layout Plan

To support these tasks, the contractor shall conduct discussions with members of the House Recording Studio staff, coordinated by the COR, and shall:

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1. Present a draft Concept of Design within 30 calendar days from the date of award. The contractor shall present this plan in accordance with the reporting requirements of this contract. This plan shall include, but not be limited to:
 - o Block diagrams used as a basis for the detailed diagram requirements of the final Design and System Layout Plan,
 - o Recommendations to the House for modifications within existing and planned HRS spaces to accommodate the move to an HD environment, and
 - o Additional comments and suggestions for improving and enhancing the Houses known requirements.

In addition, the contractor's draft Concept Design shall, at a minimum, meet the technical requirements specified in Attachments 1 and 2 of this document. The contractor shall ensure that all equipment recommendations made by the contractor in the plan are approved by the COR prior to submittal of the plan.

2. Present a draft Systems Layout within 120 calendar days from the date of award. The contractor shall present this plan in accordance with the reporting requirements of this contract. The contractor shall provide detailed schematic drawings to be used to build the proposed design, cost estimates, and time requirements to complete installation. Drawings should show all cabling, rack space requirements and other essentials necessary to build existing and planned facilities. In addition, this plan shall include, but not be limited to:
 - o Equipment lists
 - o CAD drawings
 - o Floor plans both existing and planned facilities
 - o Furniture requirements
3. Present a final Design and Systems Layout Plan in accordance with the reporting requirements of this contract. This plan shall include, but not be limited to:
 - o The contractor shall present 5 copies of a final design and systems layout plan, within 180 calendar days from the date of award. The contractor shall present this plan in accordance with the reporting requirements of this contract.

3.3 IMPLEMENTATION PLANNING

Phase III of this project will involve steps to implement the final Design and Systems Layout Plan. To support these tasks, the contractor shall provide a completed Implementation Plan within 210 calendar days from the date of award that details the recommended approach for establishing the final Design and Systems Layout Plan to include, but not be limited to, a list of recommended steps and schedule, steps to ensure uninterrupted service during transition to a digital environment, and all associated monthly costs to implement. The contractor shall present this plan in accordance with the reporting requirements of this contract.

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SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

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SECTION E -- INSPECTION AND ACCEPTANCE

E.1 HC.5.005 INSPECTION AND ACCEPTANCE

AUGUST 2002

- a. Inspection and acceptance of services to be furnished hereunder shall be performed at place of performance or destination, by the COR, in accordance with provisions specified in this contract and applicable task orders. The COR reserves the right to conduct any quality assurance reviews and tests it deems necessary to assure that the services provided conform in all respects to the contract specifications. Services which upon quality assurance reviews are found not to be in conformance with contractual specifications shall be promptly rejected and notice of such rejection, together with appropriate instructions, including resolution time, will be provided to the Contractor by the CO. Deficiencies thus reported shall be corrected by the Contractor in a timely period as specified by such quality assurance reviews or, with written request for an extension, mutually agreed to by the parties.
- b. Written notification of negative quality assurance review results will be furnished within thirty (30) days after completion of quality assurance reviews.
- c. All subcontracts let by the Contractor shall be subject to the CO's written approval and the provisions specified above, as noted at the time of approval.
- d. All facilities utilized by the Contractor in performance of work under this contract shall be subject to inspection by officials of the House and the Architect of the Capitol.
- e. The Contractor shall respond to all quality assurance reports within the time frame specified in each quality assurance review, annotating what actions have been taken.
- f. The CO shall have the right to send his representative into areas assigned for the use of the Contractor's employees, at any time, for quality assurance or other purposes approved by the CO.

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SECTION F -- DELIVERIES OR PERFORMANCE

F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

Contract period of performance is estimated to extend seven months from the date of award.

F.2 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

F.3 HC.6.007 SUSPENSION AND DEBARMENT MAY 2001

a. Suspension of a contractor temporarily disqualifies that contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The contracting officer initiates suspensions.

(1) When the contractor and any specifically named affiliates are suspended, the contracting officer shall advise the firm immediately by certified mail, return receipt requested:

(a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the contractor. Any such irregularities shall be described in terms sufficient to place the contractor on notice without disclosing the House's evidence;

(b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(c) Of the cause(s) relied upon for imposing suspension;

(d) Of the extent and effect of the suspension; and

(e) That, within 30 days after receipt of the notice of suspension, the contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

(3) If the investigation is not concluded or legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CAO to exclude a contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the contracting officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment, for submission to the CAO.

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(2) A notice of proposed debarment shall be issued by the contracting officer advising the contractor and any specifically named affiliates, by certified mail, return receipt requested:

- (a) That debarment is being considered;
- (b) Of the reasons for the proposed debarment in terms sufficient to put the contractor on notice of the conduct or transaction(s) upon which it is based;
- (c) Of the cause(s) relied upon for proposing debarment;
- (d) Within 30 days after receipt of the notice, the contractor or its representative may submit to the CAO, in writing through the contracting officer or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;
- (e) Of the effect of the issuance of the notice of proposed debarment; and
- (f) Of the potential effect of an actual debarment.

c. In the event that the CAO makes a determination to impose debarment, the contracting officer shall give the contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

- (a) Referring to the notice of proposed debarment;
 - (b) Specifying the reasons for debarment;
 - (c) Stating the period of debarment, including effective dates; and
 - (d) Advising that the debarment is effective throughout the House, unless the CAO determines that limited business dealings between the House and the contractor are justified.
- d. The decision of the CAO on the merits of a debarment shall be final. A decision may be appealed by the contractor, in writing, within 10 days of receipt of notification of the decision, to the Committee on House Administration, only in the event that the CAO failed to follow the procedures established herein.

F.4 HC.6.008 LIQUIDATED DAMAGES

MAY 2001

If the contractor fails to perform the services specified in this contract, or any extension, the House may terminate this contract under the Termination clause of the contract. The contractor shall be liable for fixed, agreed and liquidated damages as provided in Section F "Payment for Non-performance", accruing until the time the House may reasonably obtain delivery or performance of similar services.

The contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without fault or negligence of the contractor.

F.5 HC.6.009 PAYMENT FOR NON-PERFORMANCE

SEPTEMBER 2001

In the event that the contractor fails to perform as stipulated in the statement of work, and such failure is not for a reason beyond the control of the contractor, the House may charge 1% of the total contract cost per day and may obtain performance from another source and charge and collect all costs plus a 15% administrative fee from the contractor.

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SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.002 MODIFICATIONS MARCH 2001

Administrative changes, e.g. address corrections, are approved by the CO and all other changes, modifications, additions or deletions, which change the scope of this contract, must be prepared in writing as formal modifications signed by both parties.

G.2 HC.7.003 INVOICES MAY 2001

The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by electronic funds transfer (EFT). EFT is an improved, convenient, and secure method of payment. If you have not already provided the House your financial institution routing and account numbers, to obtain an automated clearing house (ACH) enrollment form please call the EFT help line at 202-226-2277.

G.3 HC.7.004 INVOICE FOLLOW-UPS MAY 2001

All follow-up invoices shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.4 HC.7.005 PERFORMANCE SUMMARY REPORTS MAY 2001

The contractor shall provide performance summary reports acceptable in content and format to the contracting officer's representative (COR). The reports shall be submitted by the 15th of each month and pertain to services provided the previous month. Upon request, the contractor shall deliver supporting details of the summary information to the COR within ten (10) calendar days. Failure to submit an acceptable performance report may subject the contractor to penalties for non-performance and/or jeopardize renewal of this contract. The status report shall include:

1. Reporting Period
2. Contractor's Program Manager's Name
3. Work Accomplished During the Period, including at a minimum:
 - Itemized tasks with a description of the support/services utilized
 - Hours/dollars expended by task
 - Task status
4. Anticipated Activity for Next Reporting Period
5. Outstanding Issues

G.5 HC.7.007 AUTHORIZED HOUSE REPRESENTATIVES MAY 2001

a. Contracting Officer:

William L. Dellar, Associate Administrator, Office of Procurement
 Room 359, Ford House Office Building, U.S. House of Representatives
 Washington, DC 20515
 Telephone: (202) 225-2921 Fax: (202) 226-3850

The contracting officer has the overall responsibility for the award and administration of this contract. The contracting officer alone, without delegation, is authorized to take actions on behalf of the House to amend, modify, or deviate from the contract terms,

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conditions, requirements, specifications, details, and/or delivery schedules. However, the contracting officer may delegate certain other responsibilities to authorized representatives.

Additional responsibilities of the CO are as follows:

- Reviewing the COR's reports and indicating acceptance or rejection. If rejected, the CO will note the reason for the rejection and recommend any changes that will bring the report into acceptance. The CO will forward these reports back to the COR.
- The CO is required to approve all contract modifications, including cost changes.

b. Contracting Officer's Representative:

The COR, to be appointed by the contracting officer, is designated to assist in the discharge of the contracting officer's responsibilities when the CO is unable to be directly in touch with the contract work. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer's representative in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; reviewing and approving contractor invoices and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, or pricing of the contract or direct the contractor to perform services outside of the scope of the contract.

Additional responsibilities of the COR are as follows:

- Reviews and approves the status from, and performance reports on, the contractor.
- Processing of contractor invoices.
- Submission of a monthly summary report to the CA- The COR will prepare a monthly summary report to be provided to the CO during the first week of each month. The monthly summary report, based on the contractor's status reports, performance reports, and a synopsis of the monthly meetings will include: a summary of work performed/in-process/completed to date (including major accomplishments and/or anticipated delays), performance measurements, outstanding and/or potential issues, and the status of any game plan to cure a performance discrepancy.
- Establishing and adhering to a weekly status/progress meeting with the contractor and designated House staff. Maintaining minutes of those meetings.
- Providing the CA with all contract related documents (e.g. signed invoices, reports) for the official contract file.

c. Technical Representative

The Technical Representative will advise the COR on the technical aspects of this project.

d. Contract Administrator

Emily Tuck, Procurement Specialist, Office of Procurement
Room 356, Ford House Office Building, U.S. House of Representatives
Washington, DC 20515
Telephone: (202) 225-0668
E-mail: Emily.Tuck@mail.house.gov

The contract administrator prepares and issues all modifications to the contract, maintains the contract file with all reports, contractual nomenclature, and approved invoices, and responds to contractual inquiries or concerns from the COR or contractor on behalf of the CO.

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The CA is also responsible for:

- Ensuring all required documents are in the contract file.
- Attending status meetings on behalf of the CO.
- Reviewing invoices and written reports.

G.6 HC.7.008 AUTHORIZED CONTRACTOR REPRESENTATIVE MAY 2001

The contractor shall identify the authorized contractor representative (ACR). Provide name, title, company name, address, and phone and fax number:

The ACR shall provide monthly status reports to the COR on the 15th pursuant to clause G.4 of this contract. All status reports, schedules, and invoices must be approved by the COR in accordance with the terms and conditions of the contract.

The ACR shall furnish written notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and contracting officer, then followed-up in writing within 4 hours after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the contractor proposes to mitigate the delay. This notification does not relieve the contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

G.7 HC.7.009 KEY PERSONNEL MAY 2001

The contractor shall assign key personnel by name and title; all personnel proposed to perform work under this contract shall be considered key personnel. The contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract.

For each personnel please provide the following information: individual's name, title, telephone number, and e-mail address.

The contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as Key Personnel are subject to approval of the CO. The contractor must notify the contracting officer (CO) of changes to the key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the pre-award stage and be accepted, in writing, by the CO. The CO will notify the contractor after receipt of all required information (including resumes of substitutes) of the decision on substitutions within 10 business days.

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G.8 HC.7.010 POST AWARD CONFERENCE

MAY 2001

A post award conference will be held with the contractor to review contract administration issues.

**G.9 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY
CONTRACT PERFORMANCE**

AUGUST 2002

The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues once raised will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

Issues that cannot be resolved between the Contractor and the COR, or resolution that would require a modification to the contract, will be brought to the immediate attention of the CA. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.

Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

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SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.001 INSURANCE

MAY 2001

The contractor shall carry and maintain, during the entire period of performance under this contract, the following:

- a. Workers' compensation and employee's liability insurance: minimum \$100,000 per incident.
- b. Comprehensive general liability: minimum of \$1 million bodily injury per occurrence.
- c. Other insurance as directed by the contracting officer.

H.2 HC.8.002 IDENTIFICATION BADGES

MAY 2001

The contractor shall see that each new employee has a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a contractor employee unless the Capitol Police forms for a background check are submitted in accordance with clause HC.8.003 of this contract. House procedures will be followed with regard to contract employees.

H.3 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK

MAY 2001

- a. The U.S. Capitol Police will screen all contractor employees working on this contract who have access to House facilities or information in the performance of contract work. The COR will provide the contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the contractor will have working on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.
- b. The employee shall be fingerprinted by the Capitol Police and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the COR. The COR will then direct the contractor to immediately remove that employee from any work under this contract.
- c. All contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police every three years.

H.4 HC.8.004 SOFTWARE AND HARDWARE SECURITY PROVISIONS

MARCH 2004

All contractor software, hardware, and personnel that interface with House offices, including Leadership, Member, Committee, Officer and subordinate offices, such as House Information Resources (HIR), are subject to the rules, regulations, and sanctions as outlined in House Information Security Policies (HISPOL). HISPOLS may be obtained on the Internet at <http://www.house.gov/cao-opp/currentsol.htm>. A hard copy may be obtained by calling the HIR Information Systems Security Office at 202-226-4988.

Contractor personnel must be eligible for a Federal government security clearance if access to Confidential Business Information or Confidential House Information (as are defined in HISPOL 002.0) is required. Individual House Offices or CAO Business Units may require an Office of Personnel Management (OPM) Extended Background Investigation or other security clearance, as deemed necessary. In addition, contractor personnel must not remove Confidential Business Information or Confidential House Information from the Capitol campus.

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All system servers must receive security certification from the HIR Information Systems Security Office prior to implementation on the House network. This certification will follow successful completion of a system security compliance audit and will be signed by the Director of the Office.

H.5 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.6 HC.8.006 NEWS RELEASES MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.7 HC.8.007 AFFIRMATION OF NON-DISCLOSURE AUGUST 2003

Due to the sensitive and confidential nature of information that the contractor may come in contact with during the performance of work at the House, the contractor and all personnel associated with this contract shall sign an "Affirmation of Non-Disclosure" (Section J) prior to commencing work. The Affirmation of Non-Disclosure states in part that the individual signing the form agrees and understands they will not disclose any private or privileged information received in the course of service to the House.

H.8 HC.8.010 DATA OWNERSHIP/TRANSFER/ACCESS JUNE 2001

The House and contractor agree that all data procured under this contract and data transferred by the House to the contractor shall remain the exclusive property of and in the exclusive control of the House. Parties further agree that access to or release of such information shall be governed by the laws applicable to the House. The contractor agrees to notify the House immediately if anyone requests any access to House information and further agrees not to provide access to or release any information without prior written approval by the House contracting officer. This includes Freedom of Information Act (FOIA) requests.

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SECTION I -- CONTRACT CLAUSES

I.1 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

- a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.
- b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.
- c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.2 HC.9.002 OBSERVANCE OF LAWS MAY 2001

- a. In connection with the performance of work under this contract, the contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.
- b. The contractor shall comply with all applicable laws of the United States.

I.3 HC.9.003 DISPUTES MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 30 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.4 HC.9.004 AVAILABILITY OF FUNDS MAY 2001

The House's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the House for any payment may arise until funds are made available to the contracting officer for this contract.

I.5 HC.9.006 RELEASE OF CLAIMS MAY 2001

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

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I.6 HC.9.007 ORDER OF PRECEDENCE

MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

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SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 LIST OF ATTACHMENTS

Attachments:

1. HRS Facility Requirements
2. HFC Facility Requirements
3. Sample Non-Disclosure Statement
4. Sample ACH Form

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SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.2 HC.11.002 FINANCIAL INFORMATION JULY 2001

The offeror shall furnish company financial data for the last three (3) years at a minimum. To comply with this requirement, the offeror shall furnish copies of financial statements or Annual Reports published. Publicly held companies must also provide copies of Securities and Exchange Commission 10-K Reports and Proxy Statements filed.

K.3 HC.11.003 INSURANCE INFORMATION JULY 2001

- a. Carriers
- b. Limits and excess coverage or employer liability and general liability
- c. Worker's Compensation insurance experience modification

K.4 HC.11.004 COMPANY BACKGROUND JULY 2001

All offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Organizational diagram and biographies for corporate officers.
- c. Equal opportunity policy and compliance with House standards.
- d. Disclose any lawsuits in which the Company is a named defendant within the last five (5) years and status of each such case.
- e. Key point of contact (POC) list and telephone number.

K.5 HC.11.007 ELIGIBILITY FOR AWARD JULY 2001

The offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a 3-year period preceding this

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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.002 CONTENT OF PROPOSALS

OCTOBER 2001

L.1 Instructions on Submitting Offers

Submissions. Offerors shall submit an original and five (5) copies of the offer prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. It is critical that an offer is written such that the House's evaluation panel can gain a full understanding of the products and services being offered. Proposals shall be prepared according to and comply with the instructions below.

- a. Submit your technical proposal as a separate part of the total proposal package (ensure a separate schedule/timeline is included). Omit all cost or pricing details from the technical proposal.
- b. The title page of the proposal should show the subject areas(s) and RFP procurement number, name of the offeror, address, telephone number, name of the contact person(s) and the date.
- c. The Table of Contents should include a clear identification of material by section and by page number. The general information portion of the submission should also contain the Offeror's signed statement as to length of time the proposal is valid and to the accuracy and completeness of the information presented in the proposal.
- d. Use 8 ½ by 11 inch paper with printing on only one side.
- e. Number all pages.
- f. Use 10 or 12 pitch type size with no reduction permitted. Fold out pages to 11 by 17 inches are permissible when used for diagrams, charts or graphic material. Single space the text with margins at one inch (right, left, top and bottom).
- g. Page limitations are as follows:
 1. Volume I - Technical: 60 pages
 2. Volume II - Cost: No limit.
- h. Offers shall be sealed in a suitable container if sent by overnight carrier, Federal Express, UPS, DHL, or AirBorne to the address of the Contracting Officer, see G.6, and all containers shall clearly identify firm name and address and RFP Number. Offerors submitting proposals via overnight carrier must provide tracking number and carrier by email to individuals listed below. Offers must also deliver the proposal by email to Emily.Tuck@mail.house.gov.
- i. Hand deliveries will be accepted if boxes are unopened so that security screening procedures may be performed and twenty-four (24) hour advance notice is provided via email of intent to deliver proposal to the Procurement Office. Procurement office is located in Ford House Office Building, 2nd and D Street, S.W., Washington, DC.

L.2 HC.12.005 DELIVERY OF PROPOSALS - FAX & E-MAIL

OCTOBER 2001

The House will NOT accept facsimile proposals.

Proposals may be withdrawn by e-mail received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.3 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS

JULY 2001

(1) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will be accepted at the discretion of the Contracting Officer.

L.4 HC.12.007 ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS

JULY 2001

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Offerors shall acknowledge receipt of any amendments to this solicitation requiring bi-lateral signature;

(1) by signing and returning the amendment,

(2) by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or

(3) by letter or telegram if authorized, The contracting officer must receive the acknowledgment by the time specified for receipt of offers.

L.5 HC.12.008 INFORMATION DISTRIBUTION AND CONTACTS

JULY 2001

Questions: It is the intention of the House to provide equal treatment of all offerors involved in the proposal and award process. To achieve this goal we intend to provide all information relevant to the process to all participating offerors. Such information will include the distribution of all questions and answers to all participants. All questions from offerors should be submitted via e-mail to Emily.Tuck@mail.house.gov by 2pm on April 14, 2004.

Site visit: A site visit will be held on Monday, April 13, 2004, at 10:30am in B-310 Rayburn House Office Building. Notify Emily Tuck via e-mail at Emily.Tuck@mail.house.gov at least 24 hours in advance if you plan on attending this site visit. Each potential vendor may send no more than 2 representatives to the site visit.

The primary contact for all communications and questions is:

Emily Tuck
U.S. House of Representatives
Office of Procurement
356 Ford Building
Washington, D.C. 20515
202-225-0668

L.6 HC.12.009 RESTRICTION ON DISCLOSURE AND USE OF DATA

JULY 2001

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall:

(1) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of--or in connection with--the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)]," and

(2) Mark each sheet of data to be restricted with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

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SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 EVALUATION PROCEDURES

Evaluation Procedures

All offers shall be evaluated under the same procedures. An evaluation team has been established and tasked with evaluating the offers, following sequential steps that cover initial review and evaluation, technical evaluation, cost evaluation/competitive range determination, and corporate capabilities/past performance. The evaluation will follow these steps:

1. Perform an evaluation of the offer to determine the degree to which the proposal meets the requirements stated in the solicitation.
2. Perform a price evaluation.
3. Score Offerors based on Evaluations in HC.13.001 below.
4. Request, if necessary, Final Revisions from all Offerors within the competitive range.

M.2 HC.13.001 EVALUATION FACTORS FOR AWARD

JULY 2001

The House intends to make a single award to offeror whose proposal meets the minimum requirements as stated in this RFP. Proposals will be evaluated based on the following evaluation factors that are listed in descending order of importance:

- (1) Technical approach/qualifications of personnel
- (2) Corporate capabilities/Past Performance
- (3) *Price

*The proposal is presumed to represent the offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required. It also may reflect on the offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the offeror.

1. Risk Assessment. Price proposals will be evaluated to identify and assess potential risks, which may be inherent in the offeror's approach. The estimated costs to correct any deficiencies in the offeror's proposal will also be evaluated.
2. Price Realism. Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements.
3. Price. Evaluation factors other than price, when combined, are significantly more important than price.

M.3 HC.13.002 CONTRACT AWARD

JULY 2001

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a. The House intends to award a single contract resulting from this solicitation to the responsible offeror whose offer conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award".

b. The House may:

- (1) reject any or all offers, if such action is in its interest,
- (2) waive informalities and minor irregularities in offers received.

c. The House intends to evaluate proposals and to make a single award without discussion. Therefore, each initial offer should contain the offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

Attachment #1

HRS FACILITY REQUIREMENTS

Based upon input from the House Recording Studio (HRS) staff, the contractor will design the following areas for House Recording Studio operations located at B-310 Rayburn:

A. Two House Recording Studio Control Rooms:

Each studio will be equipped with three high definition (HD) cameras. Each control room requires the following as a minimum.

- High Definition video switcher with 24 inputs, 3 actual mix/effects banks with keyers, downstream keyer, and digital video effects.
 - 1 high definition and 1 standard definition color video monitor for Program monitor.
 - 1 high definition and 1 standard definition color video monitor for Preview monitor.
 - 3 high definition and 3 standard definition color video monitors for Mix/Effects monitor.
 - 24 high definition color video monitors of appropriate screen size to monitor the 24 sources input to the video switcher.
 - Electronic labeling for all video monitors
 - Dual channel high definition character generator with appropriate operator color video monitors.
 - HD / SD House Floor coverage monitor.
 - 1 cable ready television receiver
 - Telephone hybrid interface capable of utilizing 6 telephone lines of appropriate format
 - IFB (Interruptible FoldBack) 4 stations minimum
 - Up/down presetable timer system for 3 camera studio
- Digital Stereo Audio Mixing Console with at least 24 dual channel inputs and at least 16 physical mix faders and appropriate signal processors.
- Stereo audio monitoring system
- Audio recording and playback capability.
- Intercom system (wired and wireless) with at least 8 stations, interoperable with Tape Room intercom.
- Tally system
- Phone and Data lines

B. House Recording Studio Tape Room

The tape room will support both control rooms, provide dubbing capabilities, and interface with existing fiber infrastructure for the reception, routing, monitoring, and distribution of committee and other programming to the local cable system and other destinations. The tape room will contain as a minimum:

- AV server/browser capable of simultaneous recording, playback, or editing of at least 6 HD/SD video and stereo audio programs.

- 144 x 144 multi-format video, stereo audio, and data routing capability
- Master video and audio monitoring capabilities consisting of at least 2 sets of video monitor, waveform monitor, vectorscope, and stereo audio monitor to service all applicable formats.
- Video and audio monitoring capabilities for camera matching stations of 2 studios including at least a master video monitor, individual camera monitors, waveform monitor, and stereo audio monitor to service applicable formats.
- At least 3 sets of video monitor, waveform monitor, and stereo audio monitor groups for quality control monitoring to service applicable formats.
- Multi-format record/playback capability including but not limited to DVCPro, Betacam, Video Disc, 3/4" U-matic, DV, VHS, and SVHS in appropriate formats including HD, SD, and composite NTSC.
- Video/audio format converters including but not limited to HD, SD, and composite NTSC.
- At least two Intercoms (wired and wireless) for communications between the Tape Room operators, camera shaders, and the two studios.
- Sync generator system with outputs in applicable formats consisting of at least a main and backup generator and an auto switching control in case of failure.
- Audio and video test signal generators with outputs in applicable formats for system maintenance and quality control testing.
- Time code generator with outputs in all applicable formats.
- Uninterruptable power supplies (UPS) capable of maintaining operation of vital primary equipment.
- Sufficient patch panels to allow for testing, emergency routing, and temporary system configuration changes.
- Sufficient distribution amplifiers in appropriate formats, and D/A and A/D converters as required to allow for full interoperability of the facility.
- Provision for the installation of existing camera control units.

Attachment #2

HFC FACILITY REQUIREMENTS

Based upon input from the House Recording Studio (HRS) staff, the contractor will design the following areas for House Recording Studio operations located at the Capitol Visitors Center:

A. House Floor Coverage (HFC) Facility Control Room

House Floor Coverage (HFC) Control Room: The Control Room will have a monitor wall with sufficient monitors to oversee video sources. The monitor wall will include as a minimum:

- 1 HD and 1 SD color video Program Monitor
- 1 HD and 1 SD color video Preview Monitor
- 3 HD and 3 SD color video Mix/Effects Monitors
- 1 HD and 1 SD color video Downstream Key Monitor
- 1 HD and 1 SD color video Character Generator Monitor
- 24 HD source monitors of appropriate screen size
- 1 HD and 1 SD color video Television receiver
- Electronic labeling for all video monitors
- Talley system
- Time of day clock
- A minimum of 3 up/down, presettable timers

Additional Control Room requirements:

- High Definition video switcher with 24 inputs, 3 actual Mix/Effects banks with keyers, downstream keyer, and digital video effects
- Dual channel High Definition Character Generator with appropriate operator video monitors
- HD and SD Waveform monitor and Vectorscope
- Digital Stereo Audio Mixing Console with at least 24 dual inputs and at least 20 physical mix faders with appropriate signal processors
- At least 24 microphone feeds from House floor chamber and PA feeds
- Stereo audio monitoring system
- Intercom system (wired and wireless) with at least 10 stations
- robotic control camera stations are needed within the control room. Each camera control station will have a minimum of 3 HD b/w and 1 SD color monitors with switchable inputs. The stations shall be equipped with manual control of pan, tilt, zoom, and focus, and "touch screen" technology for camera operation, and shall be capable of storing at least 100 camera shots per camera. Each station shall be capable of controlling all 6 cameras.

B. House Floor Coverage (HFC) Facility Tape Room

House Floor Coverage (HFC) Tape Room: 24 Racks will be available to house all equipment necessary for control, archive, and transmission of signals from this facility. The tape room will have as a minimum:

- 7 existing camera control units

- AV server/browser capable of simultaneous multiple instances of recording, playback, and editing of HD/SD video and stereo audio programs.
- Master video and audio monitoring capabilities consisting of at least 3 sets of color video monitor, waveform monitor, vectorscope, and stereo audio monitor to service all applicable formats.
- Video and audio monitoring capabilities for 2 camera matching stations of 3 cameras each, located side by side, including at least a master color video monitor, individual camera video monitors, waveform monitor, and stereo audio monitor to service applicable formats.
- A minimum of 20 video monitors to monitor transmissions to other facilities.
- A sufficient number of video monitors to monitor all archival recording and playback.
- Multi-format record/playback capability for archival purposes
- 144 x 144 multi-format video and stereo audio routing capability.
- Character generator with appropriate formats for slating archival recordings
- Time code generator with outputs in all applicable formats.
- Audio and video test signal generators with outputs in applicable formats for system maintenance and quality control testing.
- Sync generator system with outputs in applicable formats consisting of at least a main and backup generator and an auto switching control in case of failure.
- At least 4 Intercom stations (wired and wireless) for communications between the Tape Room operators, camera shaders, and the HFC control room.
- Video/audio format converters including but not limited to HD, SD, and composite NTSC.
- Uninterruptable power supplies (UPS) capable of maintaining operation of vital primary equipment.
- Sufficient patch panels to allow for testing, emergency routing, and temporary system configuration changes
- Sufficient distribution amplifiers in appropriate formats, and D/A and A/D converters as required to allow for full interoperability of the facility.
- A minimum of 2 up/down presetable timers
- Time of day clock
- A separate audio monitoring system for quality control of program audio.
- A closed captioning system consisting of at least 2 captioning units, for keyed and clean program video, and a separate audio feed to the closed captioning center for encoding.

Attachment #3

Affirmation of Non-Disclosure

This statement should be signed by *employees whose positions are created by the Committee on House Administration under the House Employees Position Classification Act that have access to electronic communications services*. This statement should also be signed by personnel contracted to provide electronic communication or consulting services with or to the House at large. This affirmation must be signed prior to commencement of work by such House or contractor employees. *Copies of the executed oath shall be retained by the employing authority as part of the records of the House.*

I do solemnly swear (or affirm) that I will not disclose any information relating to private or privileged electronic/verbal/written communications received in the course of my service with or to the U.S. House of Representatives, except as authorized by the Committee on House Administration or in accordance with the Rules of the House of Representatives.

_____ Contractor Personnel Name	_____ Title
_____ Signature	_____ Date
Company Name:_____	
Contract Number:_____	
Contractor Program Manager:_____	

Place two copies of the acknowledged forms in a sealed envelope with the following words marked on the outside of an envelope: Affirmation of Non-Disclosure Forms and mail to the Contracting Officer's Representative. In addition, ensure that the front of the envelope contains the following information:

DATE, CONTRACT NUMBER, COMPANY NAME, and COMPANY POINT OF CONTACT NAME

U.S. House of Representatives

ACH Vendor/Miscellaneous Payment Enrollment Form

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L.93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used to transmit payment data, by electronic means to the vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

SECTION I

U.S. HOUSE OF REPRESENTATIVES

AGENCY IDENTIFIER:	53-6002523	AGENCY LOCATION CODE (ALC):	00004832
ADDRESS:	Office of Finance		
	Room 263 Cannon House Office Building, Washington, DC 20515		
CONTACT PERSON NAME:	EFT Help Line	TELEPHONE NUMBER:	(202) 226-2277

SECTION II

PAYEE / COMPANY INFORMATION

NAME:	SSN NO. OR TAXPAYER NO.:
ADDRESS:	
E-MAIL ADDRESS:	
CONTACT PERSON NAME:	TELEPHONE NUMBER: ()

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	
TELEPHONE NUMBER: ()	
NINE-DIGIT ROUTING TRANSIT NUMBER: _____	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	

SECTION III

CERTIFICATION OF DATA

NAME:	TITLE/POSITION:	
SIGNATURE:	DATE:	TELEPHONE NUMBER: ()